

## Admission checklist

**Welcome!** To help make your admission go smoothly and your stay as comfortable as possible, we ask that you read through this checklist. By following this list, you will arrive at our treatment center with all the necessary documents and personal items. If you have any questions after reading the list, please contact our admissions department.

### What to bring with you:

- Current prescription medications you are taking, in originally labeled prescription container (you may not bring in a pill reminder case).
  - If you use an inhaler or needs an EpiPen, please note these items need the pharmacy prescription label, as well as any prescription creams or topical medications labels.
  - If you would like to be allowed to take over-the-counter medications such as Tylenol (Acetaminophen), Advil (Ibuprofen), Benadryl (Diphenhydramine) please bring these medications in an un-opened store container.
  - Please limit any vitamins or dietary supplements brought to only the essential ones; the medical director will determine what medications, vitamins and supplements will be continued or changed/discontinued and the doctor's recommendations will be shared with you.
  - Generic medications are acceptable.
  - No "expired" medications – *please check dates!*
- Latest medical information as directed in case you need of any medical follow up. Please share this information with the nurse on your day of admission.
- Current psychiatric evaluation or psychological testing, if available.
- Discharge summary from your last hospitalization, as applicable.
- Names, addresses and telephone numbers of current outpatient providers, such as your primary care physician, psychiatrist, and therapist.
- Name, address and telephone number of your current school, along with the names of your teachers; current textbooks plus anything else related to meeting your current education needs.
- Immunization records
- Current medical history and physical (Within the last 6 months of your admission date to be considered current.)
- Current dental records which must include the dentist's written statement (on business letterhead) of any follow up needed, the date the follow up is recommended, and a photocopy of recent dental x-rays. Check-up must be within the last 6 months of your admission date to be considered current.
- Insurance card, prescription card, and emergency contact information.

### Recommended Items:

- Comfortable clothing and outerwear appropriate for the season (layering is recommended). *Provocative clothing and/or jewelry which refer to alcohol/ drugs, or promote violent themes/behaviors are not allowed.*
- One-piece swimsuit, beach towel and water shoes for swimming (indoor and outdoor) and boating.
- Slip-on type shoes for on unit with no laces. Tennis shoes/ activity shoes for indoor and outdoor use – this pair may have laces; will be checked-in/out with staff for activities; (bring 1 pair only); Boots for winter months.
- Hard-sole slippers and conservative style sleepwear. We provide linens (towels, washcloths, sheets, comforter and pillow); however, you may bring your own pillow if it makes you more comfortable.
- Personal hygiene items (15 items or less; toothpaste, toothbrush, shampoo, comb, deodorant, cosmetics, etc.). *Note: razors are not allowed; a wet/dry battery operated electric razor may be brought if desired; it will be kept in staff office to be checked-in/out with staff.*
- Makeup (7 makeup items or less and no compacts with mirrors, no sharpeners). All hygiene and makeup items need to take up not more space than a typical "shoe-box" size and will be checked in/out with staff daily.
- Spending money (plan on about \$45.00 per month for group outings and personal hygiene items). *Residents have a secure location to store cash; it is recommended you consider providing a pre-paid cash card with a PIN number or limited balance "ATM" card with a PIN number she knows, residents and families have found these easier to budget and "reload." Only you and your daughter should know her PIN.*

### Optional Items: Space is limited for each resident

- Stationery, stamps and envelopes.
- Reading materials may require staff approval for content. (No "beauty" or weight loss magazines are allowed).
- Hair dryer, one heat tool (i.e. curling iron).
- Small hair ties no bigger than approx. 2" in diameter when stretched.
- Pictures of family, friends, pets for your room (not in glass frames please).
- Personal MP3 player and headphones should be brought. Some digital reading devices may permitted if there is no camera and no internet capability, and this is *subject to approval of your parents and the treatment team.*
- Some musical instruments (*please review with admissions*).
- A blank sketch book or journal without wire bindings (*please do NOT bring your prior sketch books, journals or diaries*).

**Please review other side for important information.**

**Items Not Allowed:** *Staff will have a family member take these items back home if they are found.*

- ✗ No cigarettes, alcohol, illegal drugs or unidentifiable pills or substances
- ✗ Any items restricted by law or hospital regulations
- ✗ Candles or incense, lighters, matches
- ✗ TVs; portable DVD players; laptop computers/notebooks
- ✗ DVDs and CDs
- ✗ Cell phones, camera
- ✗ Internet capable devices, recording devices
- ✗ No scarves, belts or drawstrings, no laces on unit, jeans with holes. No skirts cut more than 1" above the knee. No jeans with excessive holes in them or very short shorts
- ✗ No tops or dresses with "spaghetti straps," low cut tops, crop tops or transparent tops.
- ✗ Excessive jewelry (please pick 5 jewelry pieces or less to bring, no necklaces)
- ✗ No craft tools, yarn, or long ribbons or craft string
- ✗ No staples, paper clips, or push pins
- ✗ Razors/sharps of any kind, pencil sharpeners, tweezers, nail clippers, mirrors, glass containers, elastic headbands
- ✗ Photos displaying drinking, smoking, drugs or inappropriate behaviors
- ✗ No corded appliances or alarm clocks, only corded appliances can be one hair dryer and one heat tool that are checked in and out from staff
- ✗ Journals from home or sketch books if used should be left at home
- ✗ Pens or pencils (staff will provide writing utensils). You may bring washable markers or watercolor paints in small quantities to be stored for you until free times and items must be used in dayroom. *Please don't bring "sharpies" or permanent markers, or markers with pocket clips on them, as these are not allowed.* Smooth capped Crayola markers are suggested.
- ✗ Perfumes/colognes, mouthwashes, dental floss, hair products with alcohol listed as one of the first 3 ingredients.
- ✗ Any phones or electronic devices with built-in cameras, text messaging, internet access or recording capabilities.
- ✗ Companion animals are not allowed on the unit

**Smoke-free campus:** Please be aware that Rogers Behavioral Health's Oconomowoc campus is smoke-free. Family members and visitors are unable to smoke anywhere on the campus.

**Length of stay:** The length of stay is individually determined based on treatment goals and progress. An average stay however can range between 60 to 90 days and this is only an approximation, as there are many variables taken into consideration by your attending physician and the treatment team, such as your past history, your current status and stage of illness, risk factors, response to treatment, etc.

**Pharmacy and medication information:** Your family is responsible for checking with your insurance provider regarding prescription drug coverage during your stay. After admission, the center's staff will review your medications and order medications through an outside pharmacy contracted to provide services for Rogers Behavioral Health and numerous health care organizations in the area. Your medications used on the unit are ordered in unit/dose packaging (a "bubble-pack") which is required to ensure the safe handling and storage of medications in our residential centers.

**Nursing information:** The nursing staff provides care that focuses on your emotional, medical and physical need; nurses assure that your medical needs are addressed in a timely manner. They will also provide education on medical issues/concerns. The nursing staff will assist you by making referrals to medical appointments as ordered by the physician. Please address any major medical issues prior to your admission, using your personal physician and consultants from your home area. We do have physicians on staff at Rogers Behavioral Health who work at the Oconomowoc campus to address general medical issues which may arise during a person's treatment stay at the Nashotah Center for DBT.

**Billing information:** In addition to the residential treatment charges from Rogers Behavioral Health, you will receive separate invoices for psychiatry services provided by the psychiatrists. You will receive a statement of these charges, regularly, while you are in treatment. If you have any concerns about this, please contact patient financial services at 262-303-2180 or [CS-PFS@rogershospital.org](mailto:CS-PFS@rogershospital.org)

Please note that medical services are separate from the behavioral health treatment services provided by Rogers Behavioral Health. You will also be responsible for any medical services provided during your stay. You will receive separate invoices from these independent practitioners. These invoices are your responsibility, and you should make payment arrangements directly with them.